



**HUMAN RESOURCES
COUNTY OF HUMBOLDT**

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DATE: June 18, 2019

TO: Rex Bohn, Chairperson/1st District Supervisor
Estelle Fennel, Vice Chairperson/2nd District Supervisor
Mike Wilson, 3rd District Supervisor
Virginia Bass, 4th District Supervisor
Steve Madrone, 5th District Supervisor

FROM: Lisa DeMatteo, Director of Human Resources

SUBJECT: Wage Range Increase Request for Emergency Communications Dispatcher Series and Emergency Communications Dispatcher Supervisor Classification

This memo is intended to provide you with information you may find relevant in consideration of an agenda item being prepared by the Sheriff. We shared this information with the Sheriff's leadership team on Tuesday, June 18, 2019. This information is intended to be useful in contemplation of all the options available to meet the needs of the Sheriff's department. The request is for a wage range change for the Emergency Communications Dispatcher (ECD) Series including the Senior and Supervisory classifications. The Sheriff has requested the wage range for ECD's to increase by 15% and the EDS to increase by 10%.

Classification Title	Current Wage Range	Proposed Wage Range
Emergency Communications Dispatcher (ECD)	352 (\$17.46 – \$22.41)	382 (20.28 - \$26.03)
Senior Emergency Communications Dispatcher (SECD)	372 (19.30 - \$24.76)	402 (\$22.41 – \$28.76)
Emergency Communications Supervisor (ECS)	405 (\$22.75 – 29.19)	425 (\$25.13 - \$32.25)

The Sheriff has requested a wage range change to the ECD and EDS positions, explaining that the reasons for an immediate reclassification included: (a) two current ECD's informed their supervisor of their intent to search for a position with an entity that pays higher wages, and (b) difficulty recruiting.

Human Resources understands the concerns of the Sheriff's Department and the urgency of need for Emergency Communications Dispatchers. We have shared with the Sheriff the following options to meet the needs of their department:

1. Utilize the county-wide Classification and Compensation Study to perform an analysis of the position.
 - a. This is likely not a viable option as the CCS is not expected to be completed for over one (1) year
 - b. There is no guarantee the recommended wage change will be 15% and 10% as requested
2. Human Resources can complete a CCS of this specific position series
 - a. This process will take approximately 8 – 12 weeks
 - b. There is no guarantee the recommended wage change will be 15% and 10% as requested
3. Engage your board with an agenda item requesting to increase wages in accordance with Salary Resolution, Section 7, Special Actions by the Board of Supervisors.
 - a. Your board may, upon a four-fifths (4/5) vote, take any action concerning the employment and remuneration of County personnel deemed by the Board of Supervisors to be for the insurance of the orderly and efficient operation of the County government. Your direction will be binding and controlling as against any other inconsistent provision of the Salary Resolution.
 - b. Possible impacts to employees:
 - i. The change should not include a reclassification of the position. Such a change would be in conflict with the Merit System Rules and best practice methodology for administering a classification plan
 - ii. Wages paid above the salary range & step are not pensionable according to CalPERS regulations
 - iii. The wage change should be employee specific and not related to the classification (salary range) assigned for the position. Consequently, future changes will require additional agenda items for everyone's change.
 - iv. Employees will be "Y-rated" and will not receive a wage adjustment until the wage range exceeds the assigned pay rate

Ideally, our recommendation would be Option 1, complete the Classification and Compensation Study (CCS) but this option does not meet the timeline requested by the Sheriff or guarantee the percentage increase.

Option 2 would maintain compliance with the Merit System Rules but does not address the timing issue or guarantee an increase amount.

Option 3 is another viable option that meets the Sheriff's timeline but has other negative consequences for the employees and the administration of the county's compensation plan (see above). Although not ideal, this option seems to meet the timing and operational needs of the department.

In closing, I hope the information included is helpful as you consider this and future, similar requests. Please contact me if you have any questions or would like to discuss the information further.

cc: William Honsal, Sheriff & Coroner
Amy Nilsen, County Administrative Officer